

# Recordkeeping of Occupational Injuries and Illnesses

## 1 Who Should Attend . . .

This workshop is a must for anyone concerned about health and safety on the job including:

- ▶ Managers concerned about liability and worker's compensation costs
- ▶ Employees who want to learn proper techniques for protecting their safety and health at work
- ▶ Business owners who want to learn about compliance with MIOSHA

## 2 Why you need this Workshop . . .

- ▶ To reduce disabling injuries and illnesses to employees - and to ensure that every worker goes home safe and healthy every day.
- ▶ To reduce the high direct costs of work-related injuries, which grew to \$42.5 billion nationally in 2000, and indirect costs, which were estimated at an additional \$127 - \$212 billion in 2002. (*2003 Liberty Mutual Safety Index.*)
- ▶ To enhance your company's bottom line. A strong safety and health commitment not only protects workers, it also reduces worker's compensation costs, improves employee morale, and increases production and quality.

## 3 What You'll Learn . . .

This MIOSHA program is designed to help employers ensure that their organization complies with MIOSHA recordkeeping requirements as contained in MIOSHA Administrative Rules Part 11, Recording and Reporting of Occupational Injuries and Illnesses. In addition to learning and understanding the "recordability" of work related injuries and illnesses, attendees will actively participate in a group exercise to complete the OSHA 300 log, 301 and 300A forms. Using this data, participants calculate injury and illness rates and learn how to compare these rates to other companies within their Standard Industrial Classification (SIC) or the new North American Industrial Classification System (NAICS).

### Agenda

*We offer a flexible  
program agenda  
to emphasize the  
topics you  
want most.*

- ▶ Understand the benefits of maintaining and analyzing the 300 Log to determine accident causes and opportunities to prevent recurrence of occupational injuries and illnesses.
- ▶ Learn what types of work-related injury and Illness cases are required to be recorded on the 300 log.

# Facilitator

Debra Gundry has been with the State of Michigan since 1979. She is a graduate of Michigan State University and joined the Consultation Education and Training Division as a MIOSHA consultant in 1992. Debra provides services for the Lansing area including Shiawassee, Clinton, Ionia, Ingham, and Eaton counties.

Debra's duties include consultative services to establish a company or organization's safety program; and planning and conducting training programs for management, trainers, supervisors, and employees regarding the Michigan Occupational Safety and Health standards. She serves on several CET committees.



**Debra Gundry**

*Occupational Safety Consultant,  
MIOSHA, CET Division*

## Program Details

DATE:	January 13, 2005	TIME:	Check-in - 8:30 a.m. Program - 9:00 a.m. to 12:00 p.m.
LOCATION:	Lansing Area Safety Council 3315 S. Pennsylvania Lansing, MI	DEADLINE:	Register by January 7, 2005 Enrollment is limited to 45 participants, so please register early!
COST:	\$30 per person - includes course materials.	CONTACT:	Sandy Long - 517.394.4614

**COSPONSOR: Lansing Area Safety Council**

## How to Register

Recordkeeping of Occupational Injuries & Illnesses

Complete information at right to register by:

► **Phone:** 517.394.4614  
► **Fax:** 517.394.1117  
► **Mail:** Lansing Area Safety Council  
3315 S. Pennsylvania  
Lansing, MI 48910  
Atten: Sandy Long

Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Number Attending: \_\_\_\_\_ @ \$30 each = \$ \_\_\_\_\_  
Mastercard or Visa #: \_\_\_\_\_  
Signature: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

If this valuable seminar doesn't fit with your schedule or position, please pass this flyer on to a colleague.

All meetings are accessible and barrier free. Please contact the cosponsor or the CET Division, at least two weeks in advance, to request necessary accommodations.